

## MORRISON AND FOERSTER - CAREERS

### **Staff Recruiting**

#### **Legal Document Specialist - Native English Speaker**

*Department:* Secretarial and WP

*Office:* Tokyo

*Responsibilities:* Under general supervision, keyboards or scans and revises a variety of documents; performs specialised word processing support activities; sends and receives faxes; proofreads photocopies, assembles and distributes prepared material as necessary. As proofreader, proofreads and edits documents. Is responsible for ensuring that client satisfaction is achieved throughout all position responsibilities.

*Essential Functions:*

1. From handwritten notes, scanned drafts, tapes, typed drafts, diskettes and faxes containing draft material, produces documents that are received from attorneys, legal assistants, secretaries and members of the administrative staff.
2. Creates new documents and revises drafts; makes recommendations to authors about best formatting to accomplish desired results; makes decisions about appropriate technology to use when creating new documents.
3. Provides feedback to authors on status of documents; returns completed documents to authors after all work they have requested has been accomplished (printing, proofreading, making proofer's corrections, copying, faxing, messengering, *et c.*).
4. Maintains record of elapsed time and pages for billing and statistical purposes; returns daily work logs and weekly time logs to supervisor within one week.
5. Refers special problems, priority requests and conflicts regarding requested tasks to the Manager of Secretarial and Word Processing Services or the Floor Coordinator.

#### **Client Service and Satisfaction in Secretarial Services**

1. Ensure that internal and external clients receive exemplary, seamless support in all aspects of job position.
2. Proactively communicate with internal and external clients to ensure that secretarial needs are met.

3. Regularly review client service procedures and standards that are related to secretarial services; identify and implement improvements and enhancements to client service.

*Secondary Functions:*

1. Adhere to the Firm's General Safety Practices and any unique safety practices for department.
2. Other related duties as assigned by the Manager of Secretarial and Word Processing Services or the Floor Coordinator.

*Qualifications:*

1. Strong PC skills and high degree of proficiency in the following Microsoft Office applications: Word, PowerPoint and Excel.
2. Typing speed of 70 wpm.
3. At least two years experience with extensive document editing in MS Word.

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*Contact:*

The Human Resources Co-ordinator  
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 Marunouchi  
 Chiyoda-ku  
 Tokyo  
 100-0005

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Applicants should send CV in English / Japanese no later than October 15, 2004 by mail, fax or email to:

Applications should be mailed, faxed or, if e-mailed, sent in MS Word Format.

Only applicants who are selected for interviews will be contacted. No telephone inquiries, please. Submitted resumes will not be returned.

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We offer a professional, friendly working environment and competitive salaries that are commensurate with experience.

Morrison & Foerster LLP is an Equal Opportunity / Affirmative Action Employer.

*Posting Date:* October 1, 2004